

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE DISTRICT OF COLUMBIA**

**APPLICATION FOR ADMISSION**

This is a petition for admission to practice before the bar of this Court. Admission to the Bar of this Court is limited to: (1) attorneys who are active members in good standing of the District of Columbia Bar; or (2) attorneys who are active members in good standing of the Bar of any state in which they maintain their principal law office; or (3) in-house attorneys who are active members in good standing of the Bar of any state and who are authorized to provide legal advice in the state in which they are employed by their organization client.

**Sponsor's Affidavit**

The Sponsor's affidavit and motion form is to be completed by an attorney who is a member in good standing of the bar of this Court and who has known you for at least one year. This affidavit may not be waived.

**Fees**

Please return the completed petition, affidavit and motion (legibly printed typewritten) to this office along with cash, check or money order in the amount of **\$201.00** made payable to "Clerk, U.S. District Court." Of this amount, \$25.00 is deposited to the credit of a fund used to pay the expenses of the Clerk's Trustee Account, \$156.00 is for statutory fees for administering the oath and issuing the certificate of admission, and \$20.00 is deposited into the fund for Judicial Services established under 28 U.S.C. § 1931.

**Certificate of Good Standing**

You may request, in writing, a certificate of good standing for a fee of \$18.00. You will receive the certificate on your ceremony date. For application purposes, a good standing certificate is not required.

**Renewal**

In October 1989, the United States District Court for the District of Columbia amended and adopted a number of Local Rules dealing with the admission and practice of attorneys. LCvR 83.9 requires that each member of the bar of this Court renew his or her membership every three years by filing with the Clerk of the Court, on or about July 1st of every third year, a renewal certificate and by paying a renewal fee in the amount of \$25.00.

Notification of the renewal requirement and the renewal certificate are electronically mailed to the last known e-mail address of all applicable attorneys prior to the renewal date. Attorneys who do not renew will not be able to practice or file pleadings in the District Court.

## Ceremony

Admission ceremonies are held on the first Monday of each month (except when Monday is a holiday, then the ceremony is held the following Monday). You will be scheduled for the first ceremony after the petition is timely received. Timely receipt means receiving the petition in this office on or before the closing date indicated for each ceremony date. Please arrive no later than 9:00 A.M., as entry into the courtroom is prohibited after 9:25 A.M. Enclosed you will find a list of the closing and ceremony dates for the current year. Please retain this page for your records. The courtroom designated for the ceremony is Ceremonial Courtroom 20 on the sixth floor of the courthouse. Your sponsor is welcome but is not required to attend the ceremony. A reception in the Judges' Dining Room given by the DC Chapter of the Federal Bar Association and the United States District Court will immediately follow the ceremony.

If you are unable to attend a particular ceremony, please notify this office before the ceremony date so that you may be rescheduled for the following month. You will be given a limit of two chances to reschedule an admission ceremony, after which your petition and admission fees will be forfeited. If you fail to attend the ceremony without notifying us in advance, your petition will be delayed for three months. If you fail to appear for two admission ceremonies even though we have notified you of the scheduled dates for these ceremonies, you will forfeit your admission fees accompanied by your petition. Petitions will be kept on file for six months.

*If you plan to ride Metro rail, the nearest station is Judiciary Square; use the 4th Street exit. Please keep this letter until after you have been admitted, since it contains all the information you will need. Please mail or send the completed petition with the check or money order made payable to "Clerk, U.S. District Court" to:*

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE DISTRICT OF COLUMBIA  
ATTORNEY ADMISSIONS  
333 CONSTITUTION AVENUE, NW  
ROOM 1225  
WASHINGTON, DC 20001  
(202) 354-3110**

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE DISTRICT OF COLUMBIA**

**IN THE MATTER OF THE APPLICATION OF:**

\_\_\_\_\_  
*(Print your name as you wish for it to appear in the records of the court.)*

**FOR ADMISSION TO PRACTICE**

PETITION

I, \_\_\_\_\_, hereby petition the United States District and Bankruptcy Courts for the District of Columbia to admit me to practice before the aforementioned Court, and in support of my petition:

\_\_\_\_\_  
(Date admitted to DC Bar)

\_\_\_\_\_  
(DC Bar No.)

\_\_\_\_\_  
(Principal Office - Firm Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Last four (4) digits of SSN)

E-Mail Address \_\_\_\_\_

**Residence Address:**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Admitted to State Bar of \_\_\_\_\_ Date Admitted \_\_\_\_\_

**OR**

In-House Attorney Admitted in \_\_\_\_\_ Date Admitted \_\_\_\_\_

My legal training (Law School attended & graduation date) and experience are as follows (attach additional sheets, if necessary):\_\_\_\_\_

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All occasions, if any, on which I have been held in contempt of Court are set forth as follows: **(If none, so state.)** (State the nature of the contempt and the final disposition thereof. Attach additional sheets if necessary.)\_\_\_\_\_

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All occasions, if any, on which I have been convicted of a crime, censured, suspended, disciplined or disbarred by any Court are set forth as follows: **(If none, so state.)** (State the facts and circumstances connected therewith. Attach additional sheets if necessary.)\_\_\_\_\_

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The Local Rules of this Court place certain requirements on counsel for admission to the Bar of this Court and also to practice. Please check the requirements that apply. In addition to requirement #1, either requirement #2 or #3 must be checked before the petition will be accepted. If you wish to appear as sole or lead counsel in a contested evidentiary hearing or trial on the merits, at least one of the listed requirements on the bottom portion of the certificate must be checked.

### ADMISSION TO PRACTICE CERTIFICATE

In compliance with LCvR 83.8(b)(6) and LCrR 57.21(b)(6) the undersigned applicant hereby certifies that:

#### **(MANDATORY)**

- #1 \_\_\_\_\_ I have read and am familiar with the provisions of the Judicial Code (Title 28 United States Code) which pertain to the jurisdiction of and practice in the U.S. District Courts, the Rules of the United States District Court for the District of Columbia, and the Rules of Professional Conduct as adopted by the District of Columbia Court of Appeals [LCvR 83.8(b)(6)(i),(iii)and(iv)/LCrR 57.21(b)(6)(i),(iii) and (iv)]; D.C. Bar Voluntary Standards for Civility in Professional Conduct, adopted by the Bar on June 18, 1996 (attached as Appendix B) [LCvR 83.8(b)(6)(v)]; [LCrR 57.21(b)(6)(v)]; and
- #2 \_\_\_\_\_ I am familiar with the Federal Rules of Civil Procedure [LCvR 83.8(b)(6)(ii);  
**and/or**
- #3 \_\_\_\_\_ I am familiar with the Federal Rules of Criminal Procedure [LCrR 57.21(b)(6)(ii)].

An attorney who wishes to appear as sole or lead counsel in a contested evidentiary hearing or trial on the merits further certifies that:

- #4 \_\_\_\_\_ I have previously acted as sole or lead counsel in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction in a contested jury or bench trial or other contested evidentiary hearing in which testimony was taken in open court and an order or other appealable judgment was entered. [LCvR 83.2(b)(1) and LCrR 44.1(b)(1)];**OR**
- #5 \_\_\_\_\_ I have participated in a junior capacity in an entire contested jury or bench trial in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction. [LCvR 83.2(b)(2) and LCrR 44.1(b)(2)];**OR**
- #6 \_\_\_\_\_ I have satisfactorily completed a continuing education trial advocacy course of at least 30 hours sponsored by the District of Columbia Bar or accredited by a State Bar. [Local Rule 83.2(b)(3) and LCrR 44.1(b)(3)].

In consideration of LCvR 83.10(a) and 83.11, the undersigned applicant certifies that:

- #7 \_\_\_\_\_ I have read LCvR 83.10(a) and understand that members in good standing of the bar of this Court have an obligation to assist or represent the needy in civil matters before this Court whenever requested by the Court and if necessary, without compensation. I have read LCvR 83.11 and understand that the Court has established a voluntary Civil Pro Bono Panel from which attorneys may be appointed by the Court to represent indigent pro se litigants.

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(DATE)

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(PETITIONER'S SIGNATURE)

(PLEASE PRINT OR TYPE - EXCEPT FOR SIGNATURE)

PETITIONER'S NAME:

\_\_\_\_\_

**SPONSOR'S AFFIDAVIT AND MOTION**

I, \_\_\_\_\_, was admitted to practice before the UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA on \_\_\_\_\_, 20\_\_\_\_\_. My bar number is \_\_\_\_\_ and I am currently an active member in good standing of the Bar of the United States District Court for the District of Columbia. I have known the petitioner for at least one year, under the following circumstances:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My knowledge of said petitioner's moral character is as follows:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My knowledge of said petitioner's experience is as follows:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am satisfied that the petitioner has the necessary qualifications to become a member of the bar of this Court, and I, therefore, move his/her admission.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_

(DATE)

\_\_\_\_\_

(SIGNATURE OF SPONSOR)

FIRM NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

# UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

## 2016 ATTORNEY ADMISSION CEREMONIES

### CLOSING DATES NO LATER THAN:

December 23, 2015  
January 15, 2016  
February 19, 2016  
March 18, 2016  
April 22, 2016  
May 20, 2016  
June 24, 2016  
July 15, 2016  
August 26, 2016  
September 16, 2016  
October 21, 2016  
November 18, 2016

### FOR THE ADMISSION CEREMONY ON:

January 11, 2016  
February 1, 2016  
March 7, 2016  
April 4, 2016  
May 9, 2016  
June 6, 2016  
July 11, 2016  
August 1, 2016  
September 12, 2016  
October 3, 2016  
November 7, 2016  
December 5, 2016

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**NOTE:** You will receive an e-mail notice confirming your ceremony date. Attorneys must report to the Ceremonial Courtroom, Courtroom 20, on the Sixth Floor by 9:00 A.M. If you have any questions, please call (202) 354-3110.

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**

**OATH OF ADMISSION**

I DO SOLEMNLY SWEAR  
THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES,  
THAT I WILL RESPECT COURTS OF JUSTICE AND JUDICIAL OFFICERS,  
THAT I WILL WELL AND FAITHFULLY DISCHARGE MY DUTIES  
AS AN ATTORNEY AND AS AN OFFICER OF THE COURT,  
AND, IN THE PERFORMANCE OF THOSE DUTIES,  
I WILL CONDUCT MYSELF WITH DIGNITY  
AND ACCORDING TO BOTH THE LAW  
AND THE RECOGNIZED STANDARDS  
OF ETHICS OF OUR PROFESSION.